

FOREWORD

Since 1977, this office has conducted an annual comprehensive survey of the salaries and benefits of court employees in Michigan. This survey was initiated at the encouragement of various court associations. In keeping with requests from the associations and individual court representatives, the survey has been updated on an annual basis.

The information is based on survey questionnaire responses received in 2001 and reflects policies and practices reported by the courts as being in effect at that time. In many instances the courts supplied more information than can be reported in this format, such as union contracts and personnel policies. If more specific information is needed regarding the topics covered in this report, please contact the Human Resources Division, State Court Administrative Office, P.O. Box 30048, Lansing, MI 48909, or phone 517-373-9525.

We appreciate the prompt and complete responses from the courts, and ask that each court review the information reported for their court and inform us of any discrepancies. Comments and recommendations regarding the report are welcome.

SUMMARY OF FINDINGS

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES :¹

CIRCUIT COURT

<u>Circuit Court</u>	<u>Other²</u>	<u>Total</u>
1,041	33	1,074
<u>County Clerk</u>		
<u>Court Clerks</u>		<u>Total</u>
436		436

CIRCUIT COURT FAMILY DIVISION - FRIEND OF THE COURT SECTION

<u>Friend of the Court</u>	<u>Other²</u>	<u>Total</u>
1,801	16	1,817

CIRCUIT COURT FAMILY DIVISION - JUVENILE SECTION

<u>Juvenile Section</u>	<u>Child Care Facility</u>	<u>Other²</u>	<u>Total</u>
1,326	571	23	1,920

PROBATE COURT

<u>Probate Court</u>	<u>Other²</u>	<u>Total</u>
422	6	428

DISTRICT COURT

Case						
<u>Processing</u>	<u>Probation</u>	<u>Administrative</u>	<u>Magistrate</u>	<u>Judicial¹</u>	<u>Other²</u>	<u>Total</u>
1,581	554	279	126	537	284	3,361

2001 TOTAL NUMBER OF MICHIGAN TRIAL COURT EMPLOYEES: 8,600³

2001 TOTAL NUMBER OF COUNTY CLERK CIRCUIT COURT CLERKS: 436

¹ Total does not include judges and is rounded to the nearest FTE.

² Number of full-time equivalent individuals performing trial court work who are not trial court employees (e.g. independent contractors, sheriff deputies serving as bailiffs, etc.).

³ Total includes individuals performing trial court work who are not trial court employees. (See "Other" above.)

COST-OF-LIVING PLANS:

These statistics represent the numbers of courts reporting that at least some of their employees are covered by cost-of-living plans.

Circuit Court	4 of 57 = 7%
Probate Court	3 of 78 = 4%
District Court	7 of 104 = 7%

ORGANIZATIONS REPRESENTING COURT EMPLOYEES:

The following courts report that at least some of their employees are represented by a collective bargaining agent.

Circuit Court	26 of 57 = 46%
Probate Court	36 of 78 = 46%
District Court	66 of 104 = 63%

Note: In the remainder of the summarized data, for those courts with more than one (1) funding unit that do not have a uniform benefit package, each division of the court was counted separately.

VACATION POLICIES:Percentage of Courts

At 1 year of service:	<u>Circuit</u>	<u>Probate</u>	<u>District</u>
less than 5 days of vacation	0%	0%	0%
5 days	45%	35%	33%
6-9 days	5%	10%	2%
10 days	23%	32%	38%
11 or more days	26%	23%	26%

At 5 years of service:			
10 days of vacation	22%	17%	13%
11-14 days	14%	19%	15%
15 days	47%	48%	54%
16 or more days	18%	16%	17%

Percentage of Courts

At 10 years of service:	<u>Circuit</u>	<u>Probate</u>	<u>District</u>
10 days of vacation	0%	0%	0%
11-14 days	1%	2%	3%
15 days	27%	28%	27%
16-19 days	25%	26%	22%
20 or more days	47%	43%	48%

At 20 years of service:			
less than 15 days vacation	0%	0%	0%
15-19 days	4%	6%	4%
20 days	37%	37%	30%
21-24 days	15%	20%	22%
25 days	34%	30%	33%
26 or more days	10%	7%	12%

HOLIDAY POLICIES:

Average number of holidays:	12.6	12.5	13
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SICK LEAVE POLICIES: (Applies to those courts with formal sick leave plans.)

Sick Leave Accrual:

Courts in which employees accumulate 10 days or less per year	2%	22%	19%
11-13 days	74%	75%	78%
14 or more days	7%	3%	3%

Sick Leave Accumulation:

Courts in which employees may accumulate 30 days or less of sick leave	23%	25%	16%
31-60 days	5%	11%	10%
61-120 days	41%	37%	32%
121-240 days	15%	16%	19%
no maximum	16%	11%	23%

Percentage of Courts

<u>HEALTH INSURANCE:</u>	<u>Circuit</u>	<u>Probate</u>	<u>District</u>
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Courts providing fully paid family coverage	78%	69%	81%
Courts providing master/major medical coverage	92%	99%	94%
Courts providing a prescription drug rider	97%	95%	98%

DENTAL INSURANCE:

Courts reporting dental insurance coverage is available to employees:	95%	95%	96%
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LONG TERM DISABILITY:

Courts reporting long term disability insurance coverage is available to employees:	41%	35%	42%
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SICKNESS AND ACCIDENT:

Courts reporting sickness and accident insurance coverage is available to employees:	37%	32%	42%
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OPTICAL INSURANCE:

Courts reporting optical insurance coverage is available to employees:	75%	77%	80%
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LIFE INSURANCE:

Courts providing no life insurance coverage:	5%	9%	5%
\$1,000 - 5,000 coverage	5%	4%	1%
\$6,000 or more coverage	89%	88%	94%

Percentage of Courts

RETIREMENT:

	<u>Circuit</u>	<u>Probate</u>	<u>District</u>
Courts providing no retirement plan:	0%	0%	0%
Courts participating in MERS:	66%	70%	50%
Courts participating in funding unit administered plans:	30%	22%	43%
Courts participating in private plans:	4%	7%	7%
Courts providing non-contributory plans:	51%	52%	51%

LONGEVITY:

Courts providing longevity plans:	78%	75%	85%
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EXPLANATORY NOTES

- Pay and fringe benefit information for Circuit Courts, Circuit Court Family Division - Friend of the Court Sections, Circuit Court Family Division - Juvenile Sections, Probate Courts and District Courts are reported in separate sections.
- Circuit Courts, Circuit Court Family Division - Friend of the Court Sections, Circuit Court Family Division - Juvenile Sections and District Courts are listed in numerical order. Probate Courts are listed in alphabetical order.
- One set of information is reported for courts with multiple funding units if all employees are covered under the same salary and benefit program. If employees are covered under the salary and benefit programs of the individual funding units in which they are located, the respective information for each is reported.
- Each of the five Probate Court Districts which serve two counties are reported separately because each county comprising the probate district has a separate compensation plan.
- The pay rates reported in the survey do not include cost-of-living, longevity, shift differentials or other forms of direct cash payments.
- Pay information for each surveyed job classification is listed in two columns. The left column represents the pay range minimum; the right column represents the pay range maximum. For jobs where a single pay rate exists and a pay range is not applicable, the pay rate is reported in both columns.
- An asterisk (*) next to a reported pay rate indicates that the employee(s) in that job receives cost-of-living payments in addition to the reported pay rate. See Section on Cost-of-Living Plans for specific plan information.
- If a court reported not having a job comparable to a job included in the survey, but indicated that an individual(s) in another job classification performs this function, the surveyed job performed by the other individual(s) is footnoted.
- In general, pay rates are reported for jobs as matched with surveyed job description summaries by the reporting court. However, in some instances, the pay rates may be presented for a different job than reported. For example, Circuit Courts in smaller counties reported the County Juvenile Officer as Juvenile Court Administrator, Referee, Supervisor and/or Caseworker. For consistency, this job is listed in this report as the Juvenile Section Administrator.
- The job description summaries used in the survey questionnaires and for each job cited in this report are reprinted at the end of this report.
- In each of the five court sections of the survey there is a General Pay Practices Information section which includes the number of full-time equivalent employees reported by each court. Courts were asked to report the FTE number of individuals performing trial court work who are not trial court employees in the "Other" category (e.g. independent contractors, sheriff deputies serving as bailiffs, etc.).

COURT CONSOLIDATION DEMONSTRATION PROJECTS

The Michigan Supreme Court has authorized seven (7) Court Consolidation Projects. These projects are designed to study and evaluate the merger of the circuit, probate and district courts into a fully consolidated trial court. The courts involved in the Court Consolidation Projects may form divisions which may correspond to the existing workload of the circuit, probate and district courts, or may reflect another partition of the workload of the court; provided that the courts will incorporate into one general division issues affecting the family. During the respective projects, the courts may enter into cooperative agreements with state and local non-judicial branch agencies to test the feasibility of the court to carry out essential court functions, such as record-keeping, felony probation services, information systems management and financial management. As a result of various court unification initiatives in these courts, traditional court employee jobs and work assignments may vary due to consolidated caseload management, case processing and financial management.

Following are the courts involved in the Court Consolidation Projects:

46th Circuit Trial Court (Crawford, Kalkaska and Otsego Counties)

- 46th Circuit Court
- 83rd District Court (Crawford County)
- 87th District Court (Kalkaska and Otsego Counties)
- Crawford County Probate Court
- Kalkaska County Probate Court
- Otsego County Probate Court

Barry County Trial Court

- 5th Circuit Court
- 56B District Court
- Barry County Probate Court

Berrien County Trial Court

- 2nd Circuit Court
- 5th District Court
- Berrien County Probate Court

Iron County Trial Court

- 41st Circuit Court
- 95B District Court
- Iron County Probate Court

Isabella County Trial Court

- 21st Circuit Court
- 76th District Court
- Isabella County Probate Court

Lake County Trial Court

- 51st Circuit Court
- 78th District Court
- Lake County Probate Court

Washtenaw County Trial Court

- 22nd Circuit Court
- 14A District Court
- 14B District Court
- 15th District Court
- Washtenaw County Probate Court

ABBREVIATIONS

GENERAL

N/A	Not applicable to this particular court
N/C	No comparable classification exists in this court
Assoc	Association
Ct	Court
Co	County
Clk	Clerk

VACATION AND SICK

yrs	Years
accrl	Accrual
No max	No Maximum on the number of vacation or sick leave days which may be accumulated
Within yr	Vacation days must be used within one year after they are earned
w/ 10 yrs	With 10 yrs
d/m	Days Maximum
h/m	Hours Maximum

RETIREMENT

Act det	Actuarially determined
MERS	Municipal Employees' Retirement System
SEPP	Simplified Employee Pension Plan
CNA	Continental Assurance
Vol	Voluntary

UNIONS

UPLU	Upper Peninsula Labor Union
USWA	United Steelworkers of America
OPEIU	Office and Professional Employees International Union
SEIU	Service Employees International Union
GAA	Government Administrators Association
POAM	Police Officers Association of Michigan
IUOE	International Union of Operating Engineers
TPOAM	Technical, Professional and Office Workers Association of Michigan
UAW	United Auto Workers
FOP	Fraternal Order of Police
AFSCME	American Federation of State, County and Municipal Employees
MAPE	Michigan Association of Public Employees
SSWU	Social Service Workers Union
Co Association	County Association
Ct Assoc	Court Association
COPS	Court Officers Protective Society
JAA	Judicial Attorneys Association
GEU	Governmental Employees Union
GELC	Governmental Employees Labor Council
ICW	International Chemical Workers
GBA	Government Bar Association